



ALCOHOL BEVERAGE LICENSE PROCESS

Before selling and/or serving alcoholic beverages, Utah Department of Alcohol and Beverage (DABC) and Cottonwood Heights Alcohol Beverage Licenses are required. Complete regulations are listed in the Cottonwood Heights Code of Ordinances #5.24. It is the responsibility of the applicant to read and comply with this code.

Off premise beer retailers are not required to obtain a Utah State Alcoholic Beverage License.

For requirements on how to obtain the Utah State Alcoholic Beverage License contact the Utah Division of Alcoholic Beverage Control (DABC) at (801)977-6800 or www.alcbev.state.ut.us:

The DABC meets the last week of each month to approve alcohol license applications.

All applications must be in to the DABC by the 10th of each month in order to be placed on the agenda for approval that month. A Local Consent form from Cottonwood Heights must also be submitted at this time.

All state requirements must be completed prior to your application being submitted to the DABC.

- If you're looking for information on starting a new business please refer to www.business.utah.gov.
- All Federal and State requirements pertaining to your business must be completed before submitting your application to Cottonwood Heights.
- To register a new business you can go to www.business.utah.gov/registration for one stop registration.
- Your business name must be registered with the Utah State Department of Commerce, (unless you are doing business under your own name). Verification must be provided
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and/or a Utah State Sales Tax Numbers.
- Any applicant, firm, partnership, association, group, or corporation **shall provide a criminal background check (no older than 30 days prior to the date of the application) and complete a Personal History Statement (which is enclosed)** for each applicant, partner, association member or corporate officer, director or member, and local manager.

Background Investigations obtained from: Bureau of Criminal Investigations (BCI)
3888 West 5400 South
(801) 965-4445

- All applications must be filled out completely; missing information may cause a delay in processing the application.
- Licensing Fee: Based on the attached fee schedule.
- Processing time is approximately 2-3 weeks; applications requiring DABC licensing, Conditional Use Permits, and Health Department approval may take longer.
- If you have any questions please contact Business Licensing at (801)944-7067 or businesslicense@ch.utah.gov.

NEW BUSINESS COMPLIANCE CHECKLIST

This is only a guideline. Depending upon your business type this list may not be complete. Please contact the agencies listed for help in deciding which items apply to your specific business situation. It is the responsibility of the owner/manager to seek out all governmental agencies involved in the regulations of their business.

ZONING

Contact your local zoning office to ensure that your business location is properly zoned for commercial use.

Cottonwood Heights

Place: 1265 East Fort Union Blvd. #250

Phone: (801) 944-7060 mjohnson@ch.utah.gov

REGISTRATION OF A BUSINESS NAME

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce. A \$22.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-4849 www.commerce.utah.gov

FEDERAL EMPLOYER'S TAX I.D. NUMBER

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East

Phone: 1-800-829-1040 www.irs.ustreas.gov/formspubs/index.html

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East

Phone: 1-800-829-1040 www.irs.gov

STATE TAX INFORMATION

For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number contact the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-2200 www.tax.utah.gov

STATE BUSINESS LICENSE

Under certain circumstances, a special state business license may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, doctors, contractors, etc.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6628 www.dopl.utah.gov

HEALTH DEPARTMENT SERVICES

Place: 788 East Woodoak Lane (5400 South)

Environmental Health

Phone: 313-6600

Food Protection

Phone: 313-6620 www.slvhealth.org/eh

ALCOHOLIC BEVERAGE CONTROL

Contact the State Department of Alcoholic Beverage Control if you plan on selling ANY ALCOHOL OR BEER on premise.

Place: 1625 South 900 West

Phone: (801) 977-6800 www.abc.utah.gov

UTAH STATE CHILD CARE

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

OFFICE OF LICENSING:

Place: 120 North 200 West

Phone: (801) 538-4034 www.health.utah.gov/licensing

MOTOR VEHICLE ENFORCEMENT

Contact the DMV for dealer, auto body, and vehicle licensing.

Place: 210 North 1950 West

Phone: (801) 297-2600

MINIMUM WAGE LAWS

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. Contact the U.S. Department of Labor, Wage, Hour and Public Contracts Division.

Place: 10 E. South Temple St. Federal: www.dol.gov/dol/topic/wages/minimumwage.htm

Phone: (801) 524-5706 State: <http://jobs.utah.gov/opencms/wi/pubs/wni/>

UNEMPLOYMENT INSURANCE

Unemployment insurance, both state and federal, is generally required in firms with one or more employees. Contact the Department of Workforce Services.

Place: 140 East 300 South

Phone: (801) 526-9675 <http://jobs.utah.gov/ui/Employer.asp>

WORKERS COMPENSATION FUND

Workers compensation insurance is required of all employers. Insurance may be obtained from private companies or the State Insurance Fund. Contact the Industrial Commission Workers Compensation Division. Businesses without employees may be required to complete an exclusion policy.

Place: 160 East 300 South

Phone: (801) 530-6800

PROPERTY TAXES

Property taxes are levied on land, building and equipment used in business. Contact the County Assessor.

Place: 2001 South State Street

Phone: (801) 468-3050 www.assessor.slco.org

For cost or price, contact the Treasurer's Office at (801) 468-3400.

BUREAU OF CRIMINAL IDENTIFICATION

Contact BCI for a criminal history disclosure, i.e. felony or misdemeanor citations, etc.

Place: 3888 West 5400 South (Take 2700 West South to 5400 S. Turn West. Just beyond Bangerter HWY. behind McDonalds)

Phone: (801) 965-4445 www.bci.utah.gov

TOBACCO/CIGARETTES SALES

If you sell cigarettes and/or tobacco you must obtain a license from the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-3540 www.tax.utah.gov/tobacco

IMPORT/EXPORT LICENSING

If you are interested in importing or exporting into Utah contact the following agencies for rules and regulations.

US Customs:

Importing www.customs.gov/xp/cgov/import/

Exporting www.customs.gov/xp/cgov/export/

Utah Exporting:

<http://www.buyusa.gov/utah/>

BULK SALES ACT

When purchasing a business, the purchaser is potentially subject to liability for all debts of the acquired business. Compliance with the Utah Bulk Sales Act is a means of limiting this liability. Seek competent legal advice in order to comply with this act.

SAFETY REGULATIONS

Contact the Department of Occupational Safety and Health (UOSHA)

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6901 <http://laborcommission.utah.gov/UOSH/index.html>

BETTER BUSINESS BUREAU

(801) 892-6009

CONSUMER PROTECTION

(801) 530-6601

DEPARTMENT OF AGRICULTURE

(801) 538-7100

DIVISION OF FINANCE

(801) 538-8838

DIVISION OF REAL ESTATE

(801) 530-6747

INSURANCE DIVISION

(801) 538-3800

SOCIAL SECURITY

(801) 268-1060

GENERAL ADMINISTRATION FEES

All business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.

	Base Fee
New Business Fee (Commercial)	\$170.00
Renewal Fee (Commercial)	\$120.00
New / Renewal Home Occupation Fee	\$100.00
New / Renewal Home Occupation Fee (Grossing less than \$1500 per year)	\$ 50.00
Temporary License Fee	\$ 80.00
Special Event License Fee	\$100.00

DISPROPORTIONATE FEES BASED ON SPECIAL REGULATIONS/INSPECTIONS AND DISPROPORTIONATE FEES BASED ON DISPROPORTIONATE CALLS FOR SERVICE

The following business license fees are in addition to the general administration fees specified above, and are charged to recover the city's disproportionate cost of special regulations/inspections and 25% of the disproportionate cost of calls for service from police and fire departments that exceeds the basic level of such services provided in the city. Total business license fees are determined by adding the general administration fee, any applicable disproportionate fees, and any enhanced level of service fees applicable to a business; provided, however, that for the business classifications specified below, such total is restricted to 125% of the average total business license fees paid in 2006 by businesses of the same classification. The business classifications to which the 125% limit applies, and the dollar amount of the limit for each such business classification, is shown below.

	Special Regulation/ Inspection	Disproportionate Calls for Service	125% Limit*
Apartments	\$25 per location		Does not apply
Alcohol	\$443 per location		Does not apply
Assisted Living/Nursing Homes	\$150 per location	\$2.50 per bed	Does not apply
Big Box Retail (40,000, or more sq feet of floor area)	\$265 per location	\$8.75 per employee	Does not apply
Commercial Day Care/Preschool	\$555 per location	\$60 per location	\$297
Home Day Care/Preschool	\$555 per location		\$153
Convenience Store/Service Stations	\$133 per location	\$477 per location	\$980
Financial Services	\$208 per location	\$224 per location	Does not apply
Retail Fireworks	\$38 per location		Does not apply
Food and Grocery Stores	\$265 per location	\$1,615 per location	\$2,417
Medical Services		\$50 per location	Does not apply
Pawn Brokers	\$340 per location	\$410 per location	Does not apply
Pharmacies	\$40 per location		Does not apply
Private Clubs	\$265 per location	\$1,197 per location	\$1,051
Repair and Maintenance (Motor Vehicle)		\$150 per location	\$176
Restaurants (without Alcohol)	\$265 per location	\$195 per location	\$471
Restaurants (with Alcohol)	\$265 per location	\$195 per location	\$1015
Sexually Oriented Businesses		\$1,650 per location	Does not apply
Short Term Rentals – Conditional Use Permit	\$350 per unit		Does not apply
Special Events	\$168 per event		Does not apply
Solicitors	\$25 per solicitor		Does not apply

* This 125% Limit applies to the total aggregate fee which includes all administration fees, regulatory and inspection fees and disproportionate (call for services) fees. For example, a grocery store would have a administrative fee of \$120 an inspection fee of \$265, and if they sell alcohol a regulatory fee of \$443, and if they sell fire works a regulatory fee of \$38 and a fee to cover 25% of disproportionate calls for service of \$1,615, all totaling \$2,480. The \$125 limit would apply and that limit would be \$2,417.

Business License Application



**COTTONWOOD HEIGHTS
BUSINESS LICENSE APPLICATION**
1265 E Fort Union Blvd
Suite #250
Cottonwood Heights, UT 84047
p.801.944.7067 f.801.944.7007

***** OFFICIAL USE ONLY *****

License Number _____

- ☐ New Application
☐ Change of Owner/Location
☐ Other _____

Location Type: ☐ Residential ☐ Commercial

Is this a new type of Business at this Location: ☐ Yes ☐ No

Ownership: ☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation

*LLC, Corporations & Partnerships must provide a current list of Corporate Officers, Partners, Members, Directors & Registered Agents.

Is Business Name Registered with the State: ☐ Yes ☐ No

Federal Tax ID#/SS# _____

Utah Sales Tax # _____

State License # & Type (if Applicable) _____

Business Name _____

DBA Name _____

Business Address (Physical, no PO Box) _____

Mailing Address (if different) _____

Phone _____

Description of Business Activities _____

(If Home Occupation, please indicate Home Office Only, Details on Shipping/Storage & if clients in your home - how many per week)

After Hours Emergency Contact _____

Phone _____

Enter Below the names of Owners, Partners, or Corporate Officers and a Local Manager

Name _____

Title _____

Name _____

Title _____

Home Address _____

Home Address _____

City _____

State _____

Zip _____

City _____

State _____

Zip _____

Home Phone _____

Date of Birth _____

Home Phone _____

Date of Birth _____

Drivers License #/Work ID # _____

US Citizen

☐ Yes

☐ No

Drivers License #/Work ID # _____

US Citizen

☐ Yes

☐ No

Fee Amount

Administration Fees _____ \$ _____

Inspection _____

Disproportionate _____

125% Limit _____

Total Fees \$ _____

***** OFFICIAL USE ONLY *****

Approvals _____

Zoning _____

Code Enforcement _____

Fire _____

Police _____

Health _____

The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Cottonwood Heights and a license has been issued. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been state above. It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.

Signature _____

Title _____

Date _____

COTTONWOOD HEIGHTS POLICE DEPARTMENT
REGISTRATION and/or LICENSE APPLICATION INFORMATION
PERSONAL HISTORY STATEMENT

ACCEPTABLE FORMS OF IDENTIFICATION ARE REQUIRED

Specify license you are applying for: _____

FULL NAME _____ MAIDEN _____

ALL OTHER NAMES USED, _____

HOME ADDRESS _____ APT. # _____ HOME PHONE _____

CITY _____ STATE _____ ZIP _____ PLACE OF BIRTH _____

DATE OF BIRTH _____ AGE _____ HEIGHT _____ WEIGHT _____ EYES _____ HAIR _____

DRIVER LICENSE/ID CARD # _____ STATE _____ SOC SEC # _____

SEX: M ___ F ___ MARITAL STATUS _____ SPOUSE'S NAME _____

HAVE YOU EVER BEEN ARRESTED? YES ___ NO ___ IF YES, LIST CHARGES, DATES & PLACES: _____

(Use additional sheet if necessary) Include citation for license violations.

IF YOU HAVE LIVED IN ANOTHER STATE MORE THAN 2 YEARS (EXCEPT MILITARY) LIST CITY, STATE AND NUMBER OF YEARS THERE.

STATE _____ CITY _____ NUMBER OF YEARS _____

STATE _____ CITY _____ NUMBER OF YEARS _____

HAVE YOU PREVIOUSLY HELD A BUSINESS LICENSE OR PERMIT ISSUED IN OR BY COTTONWOOD HEIGHTS? YES _____ NO _____ IF YES, STATE WHAT TYPE _____

HAVE YOU EVER HAD ANY LICENSES SUSPENDED OR REVOKED? YES _____ NO _____

IF YES, STATE TYPE AND REASON _____

GIVE THE NAMES AND ADDRESS OF THREE PERSONS YOU HAVE KNOWN WHO WE CAN CONTACT AS TO YOUR CHARACTER OR IN CASE OF AN EMERGENCY.

NAME, ADDRESS, PHONE, OCCUPATION

NAME, ADDRESS, PHONE, OCCUPATION

NAME, ADDRESS, PHONE, OCCUPATION

EMPLOYMENT RECORD

PRESENT EMPLOYER _____ ADDRESS _____

SUPERVISOR _____ POSITION/JOB TITLE _____

LIST LAST TWO JOBS HELD

EMPLOYER, LOCATION, POSITION HELD, DATE

EMPLOYER, LOCATION, POSITION HELD, DATE

SIGNATURE

I, the undersigned, certify the answers and statements are true and correct to the best of my knowledge and belief and being desirous of informing the Cottonwood Heights Police Department of my present character and background, do hereby authorize release of any or all information concerning my qualifications for the license applied for. I hereby release the Cottonwood Heights Police Department and all other persons from any liability because of furnishing such information. I realize that ANY false statements in this personal history statement will immediately revoke this license/permit.

Signature _____

DO NOT WRITE BELOW THIS LINE. (Cottonwood Heights Police Use Only.)

JBMS _____

STATE WARRANTS _____

ENTERED _____

UBI _____

NCIC/NLETS _____

APPROVED _____

FBI _____

DENIED _____

LAST ACTIVITY _____



COTTONWOOD HEIGHTS FIRE DEPARTMENT SELF PRE-INSPECTION

This form is intended to help Business Owners do a pre-inspection of their business, prior to the Local Fire Station Inspections.

EXITS

- | | | |
|----------------|--------------------------|---|
| IFC 1003.2.8 | <input type="checkbox"/> | No obstructions, including storage, allowed in exit ways. |
| IFC 1003.3.1.8 | <input type="checkbox"/> | Exit doors shall be unlocked during business hours. |
| IFC 1003.2.8 | <input type="checkbox"/> | Exit pathways shall be clear of obstructions and combustible storage. |

FIRE EXTINGUISHERS

- | | | |
|--------------------|--------------------------|--|
| IFC 906.1 thru 10. | <input type="checkbox"/> | Minimum Rating 2A:10BC - 1500 Square Feet, Serviced annually
Mounted not more than 5' above floor and no closer than 4".
Extinguishers shall be accessible. Type K for deep fat fryers.
Extinguishers shall be tagged with current inspection cert. |
|--------------------|--------------------------|--|

FIRE PROTECTION SYSTEMS

- | | | |
|-----------------|--------------------------|--|
| IFC 1001.5.1 | <input type="checkbox"/> | All sprinkler systems, fire hydrant systems, standpipe systems, fire alarm systems, portable fire extinguishers, smoke and heat ventilators, smoke removal systems, and other fire-protective or extinguishment systems or appliances shall be maintained in an operative condition at all times and shall be replaced or repaired when defective. |
| NFPA 13, 8.1(1) | <input type="checkbox"/> | Sprinkler systems shall be installed throughout the premises.
Including under stairs and larger closets. |
| IFC 906.3.4 | <input type="checkbox"/> | All system valves shall be locked in the open position and electrically monitored, valves shall be accessible and unobstructed. |
| NFPA 25, 12.7 | <input type="checkbox"/> | Fire department connection (FDC) caps in place and swivels work freely.
FDC and indicating valve painted. |
| IFC 315.2 | <input type="checkbox"/> | Storage shall be maintained 18" below sprinkler heads, or 24" below the ceiling in non-sprinkled buildings. |

FIRE ALARM SYSTEMS

- | | | |
|-----------------|--------------------------|---|
| IFC 907/NFPA 72 | <input type="checkbox"/> | All fire alarm systems shall be installed, inspected, tagged, repaired and serviced according to the requirements of NFPA 72 Fire Alarm Code. |
| IFC 907.10.1 | <input type="checkbox"/> | Visible alarm notification appliances shall be provided in public areas/common areas. |

- | | | |
|----------------|--------------------------|--|
| IFC 907.10.1.2 | <input type="checkbox"/> | Where employee work areas have audible alarm coverage, the wiring system shall be designed so that visible alarm notification appliances can be integrated into the alarm system. |
| IFC 907.10.2 | <input type="checkbox"/> | Audible fire alarm notification devices shall have a distinctive sound and for no other purpose other than that of the fire alarm. The sound shall have a decibel level at 15 dbs over the average ambient sound of an area. |
| IFC 907.20.5 | <input type="checkbox"/> | The building owner shall be responsible for ensuring that the fire and life safety systems are maintained in an operable condition at all times. Repairs shall be made by a certified fire alarm system technician. |

MECHANICAL

- | | | |
|--------------|--------------------------|---|
| IFC 3.15.3.2 | <input type="checkbox"/> | No storage of combustibles adjacent to water heaters, boiler equip, heaters, etc. |
| IFC 312.1 | <input type="checkbox"/> | Gas meter shall be protected and accessible. |

ELECTRICAL

- | | | |
|-----------|--------------------------|---|
| IFC 605.6 | <input type="checkbox"/> | Cover plates are required on outlets, switches, and junction boxes. |
| IFC 605.5 | <input type="checkbox"/> | Extension cords may not be used as a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings floors, under doors or floor coverings. |
| IFC 605.3 | <input type="checkbox"/> | Main electrical panels require a minimum clearance of 30". |

HOUSEKEEPING

- | | | |
|--------------|--------------------------|---|
| IFC 3003.3.3 | <input type="checkbox"/> | All compressed gas cylinders in service or storage shall be secured. |
| | <input type="checkbox"/> | Dumpsters shall not be placed within 10' of combustible walls, openings or combustible roof eave lines (25' for schools). |
| IFC 315.3.2 | <input type="checkbox"/> | Boiler rooms, mechanical rooms, and electrical panel rooms shall not be used for storage of combustibles. |
| IFC 1009.5.3 | <input type="checkbox"/> | No storage under stairs unless protected by 1-hour fire resistive construction, or fire sprinkled. |

Chapter 5.24

ALCOHOLIC BEVERAGE LICENSE

Sections:

- 5.24.010 Adoption of Utah Alcoholic Beverage Control Act.
- 5.24.020 Definitions.
- 5.24.030 Sales at wholesale or at retail – License required.
- 5.24.130 Application for alcoholic beverage license.
- 5.24.140 Application – Referral for investigation.
- 5.24.145 Certification.
- 5.24.150 Renewal of alcoholic beverage license.
- 5.24.155 Term of alcoholic beverage license.
- 5.24.160 License – Fees.
- 5.24.290 Off-premises beer retail license conditions.
- 5.24.300 Proximity.
- 5.24.420 Prohibition on issuance of a tavern beer license.
- 5.24.430 Special rules with respect to entertainment.

5.24.010 Adoption of Utah Alcoholic Beverage Control Act.

The Alcoholic Beverage Control Act, UTAH CODE ANN. §§ 32A-1-101 to 32A-15a-201, as amended from time to time, is hereby adopted by this reference in its entirety as if set forth in full herein. The Alcoholic Beverage Control Act as adopted herein shall be construed to apply only to the incorporated areas of the city and shall be interpreted and constructed where necessary to carry out the intent of this title.

5.24.020 Definitions.

All words and phrases used in this chapter shall have the same meaning given to them in the Alcoholic Beverage Control Act, UTAH CODE ANN. §§ 32A-1-101 to 32A-15a-201, as amended from time to time. In addition, the

following words and phrases shall have the following additional meanings, unless a different meaning clearly appears from the context:

A. “Alcoholic beverage license” means a license issued by the City pursuant to this chapter.

B. “City” means the city of Cottonwood Heights.

C. “Class D private club” means a private club that meets the requirements of UTAH CODE ANN. § 32-8-5-101, et seq., and does not meet the requirements of a Class A, B or C license, or seeks to qualify as a Class D license.

D. “Current business license” means an alcoholic beverage business license issued by the city pursuant to this chapter.

E. “Limited restaurant license” means a restaurant engaged in the sale or consumption of only wine, heavy beer, and beer to patrons of the restaurant on the restaurant’s premises.

F. “Off premises beer license” means any beer retailer engaged primarily or incidentally in the sale of beer to public patrons for consumption off the beer retailer’s premises.

G. “On premises beer license” means any beer retailer engaged primarily or incidentally in the sale of beer to public patrons for consumption on the beer retailer’s premises and includes taverns.

H. “Private club” means an organization primarily for the benefit of its members such as a social club, recreational association, fraternal association, athletic association or a kindred association.

I. “Privately hosted event” or “private social function” means a specific social, business or recreational event in which an entire room, area, or hall has been leased or rented, in advance by an identified group, and the event or function is limited in attendance to people who have been specifically designated and their guests. Privately hosted event or private social function does not include events or functions to which the

general public is invited, whether for an admission fee or not.

J. "Restaurant" means any business establishment where a variety of food is prepared and complete meals are served to the general public, located on a premises having adequate culinary fixtures for food preparation and dining accommodations, and that is engaged primarily in serving meals to the general public.

K. "Tavern" means any business establishment that is engaged primarily in the retail sale of beer to public patrons for consumption on the establishment's premises and includes a beer parlor, a parlor, a lounge, a cabaret, or a nightclub if the revenue from the sale of beer exceeds the revenue of the sale of food, although food need not be sold in the establishment.

L. "Written consent of the local authority" means written consent of the city.

5.24.030 Sales at wholesale or at retail – License required.

It shall be unlawful for any person to sell an alcoholic beverage at retail or at wholesale or permit the consumption of an alcoholic beverage on any business premises unless such person has received an alcoholic beverage license from the city and, if applicable, a license issued by the Alcoholic Beverage Control Commission. Separate licenses shall be required for each place of business. Each day of non-compliance shall constitute a separate violation.

5.24.130 Application for alcoholic beverage license.

A person seeking an alcoholic beverage license shall file a written application with the community development department of the city in a form prescribed by the city. The application shall include, but not be limited to, the following information:

A. The name, current address and telephone number of the applicant.

B. The age and date of birth of the applicant.

C. The social security number of the applicant.

D. The federal employee identification number of the applicant, if applicable, and the state sales tax identification number of the applicant.

E. The place of permanent residency of the applicant.

F. All addresses of the applicant for the previous five years.

G. All names, addresses and the names of the licensing authorities of all businesses previously and presently owned or operated by the applicant.

H. The type of license requested from the Department of Alcoholic Beverage Control.

I. The location of the premises to be licensed.

J. A statement verifying that the applicant meets all the requirements of the Alcoholic Beverage Control Act.

K. Consent for a criminal background check in such form as prescribed by the city.

L. Proof of training approved by the state.

M. An affirmative statement by the applicant that any employees who serve or sell beer shall be at least 21 years of age.

N. A sworn statement signed by the applicant that all the facts included in the application are true.

O. Any other information that the city may require.

If the applicant is a firm, partnership, association, group, corporation or a person with any other business interest in receiving a license or written consent hereunder, the above information shall be provided with respect to each partner, association member or corporate officer, director or member provided, however, that the application need only be signed by a single partner, member, corporate officer or person who is indicated as an applicant on the application.

If the business is to be operated by a

person other than the applicant, said operator must join in the application and file the same information required of an applicant. It shall be grounds for revocation of the license or written consent for any business required to be licensed by this title, to be operated by any person who has not filed his operators information at the time of renewal of the license, or, if operation is assumed during the license period, at least ten days prior to assuming operation of the business.

The application and operator's information must be subscribed by the applicant and operator who shall state under oath that the information contained therein is true.

5.24.140 Application—Referral for investigation.

The community development department shall submit copies of the application to the building department, fire department, health department and police department for investigation and approval.

5.24.145 Approval.

The approval referenced in section 5.24.140 shall be in writing and contain the following information:

1. The person's name to whom the approval relates;
2. The type of license requested;
3. The period of the license;
4. The location of the premises to be licensed;
5. The results and investigation; and
6. Recommendation to grant and/or deny the license. If the recommendation is to deny the license, a detailed reason for such recommendation.

5.24.150 Renewal of alcoholic beverage license.

Persons desiring to renew their alcoholic beverage license shall file a renewal application with the city no later than September 30 of each year. Renewal

applications shall be in a form and contain such information as prescribed by the city.

5.24.155 Term of alcoholic beverage license.

All alcoholic beverage licenses expire on October 31 of each year, except for temporary-type licenses which shall be issued for a period set forth in the license. Failure to timely meet the renewal requirements shall result in automatic termination and forfeiture of the alcoholic beverage license effective on the date the existing license expired.

5.24.160 License – Fees.

Annual fees, payable in advance, for an alcoholic beverage license shall be as specified in the consolidated fee schedule.

5.24.290 Off-premises beer retail license conditions.

It is unlawful for any off-premises beer retail licensee to:

1. Sell, furnish or supply beer between the hours of 1:00 a.m. and 7:00 a.m. of any day.
2. Sell beer in containers that exceed two liters.
3. Permit a minor to sell beer on the premises except under the supervision of a person 21 years of age or older who is on the premises.

5.24.300 Proximity.

A. The premises of the licensee may not be established within 600 feet of any public or private school, church, public library, public playground, or park as measured by the method in paragraph C.

B. The premises of a licensee may not be established within 200 feet of any public or private school, church, public library, public playground, or park measured in a straight line from the nearest entrance of the proposed outlet to the nearest property boundary of the public or private school, church, public

library, public playground, or park.

C. With respect to any public or private school, church, public library, public playground, or park, the 600 foot limitation is measured from the nearest entrance of the outlet by following the shortest route of ordinary pedestrian travel to the property boundary of the public or private school, church, public library, public playground, or park.

D. Subject to the other proximity requirements set forth in the Alcoholic Beverage Control Act, the proximity restrictions contained in paragraphs A and B govern unless the manager grants a written consent to a variance.

**5.24.420 Prohibition on issuance of a
tavern beer license.**

The city shall not issue any new tavern licenses.

**5.24.430 Special rules with respect to
entertainment.**

All entertainment at a premises of a licensee shall strictly comply with the requirements of chapter 5.82, sexually-oriented businesses and employee licensing.